

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 12-71

27 July 1971

To: All Training Officers of the Agency

## FUNDAMENTALS OF SUPERVISION AND MANAGEMENT

Commencing in the fall, 1971, both the Supervision course (OTR Catalog of Courses, page 66) and the Management course (OTR Catalog of Courses, page 67) will be discontinued. A new course, Fundamentals of Supervision and Management, will be offered in their stead.

This course, concentrating on effective managerial behavior, will stress Communications, Motivation, Perception, Leadership, and Problem Solving/Decision Making. Although these are essentially the same subjects presented in the Supervision and Management courses, all coverage will be somewhat expanded.

**PREREQUISITES** A registrant should be a supervisor or an officer expecting to assume supervisory responsibilities in the near future. (Personnel who have taken either the Supervision or the Management course during the last five years should not be enrolled, as the course will prove too repetitious.)

**REGISTRATION** Limited to 38 students. Form 73 (Request for Internal Training) should be sent to OTR/ISS/AIR, Room 832, 1000 N. Glebe Road.

**PLACE** Chamber of Commerce Building, Room 236.

**ADDITIONAL INFORMATION** For the remainder of the calendar year this one-week course will be offered in the periods already scheduled for the Supervision course as noted below. The early registration dates, listed below, allow time for distribution and completion of pre-course work.



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Course Dates

Close of Registration

13 - 17 Sept

27 Aug

1 - 5 Nov

15 Oct

6 - 10 Dec

19 Nov

Registration Information: OTR/ISS/AIR, Ext. 2365.  
Course Information: OTR/SUS/MTF, Ext. 2826.

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